

**DEPARTMENT OF HEALTH
HEALTH REGULATION & LICENSING
ADMINISTRATION**

**PROCEDURES TO OBTAIN/RENEW A LICENSE TO
OPERATE A
COMMUNITY RESIDENCE FACILITY**

JULY 2009

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Health

**Health Regulation
& Licensing Administration**



Dear Applicant:

Thank you for your interest in becoming a Community Residence Facility provider in the District of Columbia. Your desire to assist District of Columbia residents who desire or require supervision or assistance because of physical, mental, familial, or social circumstances in finding a supportive, protective and safe living environment is to be commended. It is our sincerest hope, that your desire to assist District residents in their placement provides you with a positive and rewarding experience. This brochure provides a step-by-step guide for opening a Community Residence Facility in the District of Columbia. We look forward to a long and lasting working relationship with you and if you require any further assistance with this process please contact Louis Woodard, Supervisory Social Worker, Intermediate Care Facilities Division on (202) 442-5888.

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Sincerely,

Sharon H. Mebane

Sharon H. Mebane
Program Manager
Intermediate Care Facilities Division

**An Applicant Must Complete Steps 1 Through 12 To Obtain A License To Operate A
Community Residence Facility
(TITLE 22 District of Columbia Municipal Regulations Chapter 34)**

Step 1: Make application for a Certificate of Occupancy (C of O) if the application is for seven (7) or more residents, at the location listed below:

**Department of Consumer and Regulatory Affairs
Building and Land Regulation Administration
941 North Capitol Street, NE
2nd Floor**

Note: The C of O must be issued in the name of the perspective operator.

Step 2: Contact the D. C. Fire Marshal's Office at (202) 727-2135 or 727-1973 to arrange for a group home licensure inspection

Step 3: Obtain an application form for a Community Residence Facility by calling or visiting the location listed below:

**Department of Health
Health Regulation & Licensing Administration
825 North Capitol Street, NE
2nd Floor
(202) 442-5888**

You may also visit our website at www.doh.dc.gov

Step 4: Application to legally incorporate your business can be done at the location listed below if desired:

**Department of Consumer and Regulatory Affairs
Office of Corporations
941 North Capitol Street, NE
2nd Floor**

Step 5: Submit a completed licensure application package to the mailing address listed in Step 3.

The required items include:

- Completed application

- License Fee (*check or money order made payable to DC Treasurer*)
- Clean Hand Act Certification form
- An original Certificate of Good Standing, if incorporated, (*The Certificate can be obtained from the DCRA, Office of Corporations, mailing address listed in Step 1*)
- Insurance verification form

Agency's that are renewing their license are required to submit information regarding any changes in your program statement or services with your completed application package.

- Step 5:** **Initial licensure inspection:** The applicant will be notified of the date and time of the initial licensure inspection by the Intermediate Care Facilities Division.
- Step 6:** If deficiencies are identified during the initial licensure inspection, a Statement of Deficiencies and Plan of Correction Report will be prepared and forwarded to the Applicant within 10 days of the survey's completion.
- Step 7:** The Applicant is required to submit a documented Plan of Correction, within 10 days of the date the Statement of Deficiencies was received that details how the deficiencies were corrected. The applicant has 30 days from the date of inspection to correct the deficiencies.
- Step 8:** Surveyors may conduct a follow-up visit upon receipt of a Plan of Correction to verify corrections, if required.
- Step 9:** If an applicant fails to submit a Plan of Correction or fails to correct the deficiencies within 30 days of receipt of the deficiencies, the application will be denied. If an application is denied, an applicant must reapply.
- Step 10:** If the application is approved, the Intermediate Care Facilities Division shall issue an initial 90-day provisional license. Permission is given at this time to admit clients.
- Step 11:** Surveyors will conduct an unannounced onsite visit prior to the expiration of the provisional license to verify continued compliance.
- Step 12:** If the facility is in full or substantial compliance with the requirements, a regular license for one (1) year will be issued.